



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

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WENDY L. WATANABE  
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MARIA M. OMS  
CHIEF DEPUTY

ADDRESS ALL CORRESPONDENCE TO:  
DISBURSEMENTS DIVISION  
GENERAL CLAIMS SECTION  
500 W. TEMPLE ST., ROOM 502  
LOS ANGELES, CA 90012-3873

February 22, 2011

To Whom It May Concern:

The County of Los Angeles will be issuing a Request for Proposal (RFP) for comprehensive travel management services. Travel agencies interested in obtaining a copy of the RFP should email their request to [TravelContract2011@auditor.lacounty.gov](mailto:TravelContract2011@auditor.lacounty.gov) by Monday, March 7, 2011.

If you have any questions, please send them to the above email address or contact us at (213) 974-8411.

Sincerely,

A handwritten signature in black ink, appearing to read "Connie K. Chung". The signature is fluid and cursive, with a large initial "C".

Connie K. Chung, Chief  
Disbursements Division

CC:AK:sg  
c: File